



STATE OF CALIFORNIA
Department of Forestry and Fire Protection
EXAMINATION ANNOUNCEMENT
FORESTRY EQUIPMENT MANAGER II
DEPARTMENTAL PROMOTIONAL



CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.
6874-QM81 7FS13

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Forestry and Fire Protection
WHO SHOULD APPLY	Applicants who meet the minimum qualifications. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of August 30, 2007 , the final filing date.
HOW TO APPLY	Examination Application STD. 678 must be filed with the Department of Forestry and Fire Protection by mail to P.O. Box 944246, Sacramento, California 94244-2460, attention Examination Unit , or in person at 1300 U Street, Sacramento, California.
FINAL FILING DATE	Applications must be postmarked no later than August 30, 2007 . Applications postmarked after the final filing date will not be accepted for any reason.
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during October/November 2007 .
SALARY RANGE	\$5004 - \$6084
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by August 30, 2007, the final filing date.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.</p> <p>Pursuant to Government Code 18935(b), candidates with <u>permanent</u> status at the Forestry Equipment Manager II level or above, may not be eligible to apply for this examination.</p>
MINIMUM QUALIFICATIONS	Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as " Either " I, " Or " II, " Or " III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

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Forestry Equipment Manager II
(Cont'd.)

**MINIMUM
QUALIFICATIONS
(Cont'd.)**

Either I
Two years of experience in the California state service performing the duties of a Forestry Equipment Manager I.

Or II
Five years of experience in the construction and repair of gasoline- and diesel-powered mobile equipment, at least two years of which shall have been in the supervision of the work of a small group of journeyman mechanics or machinists engaged in the construction and repair of gasoline- and diesel-powered mobile equipment. (Experience in the California state service applied toward this requirement must include at least two years in a class comparable to Forestry Equipment Manager I.) (Graduation from college with a degree in mechanical engineering or a closely related field may be substituted for two years of the nonsupervisory experience.)

POSITION DESCRIPTION

(1) Under general supervision of the Staff Chief, Operations, is responsible for equipment-related training and for operation, maintenance, and repair of all mobile equipment within the Region; directs field testing of corrective engineering and individual research projects; supervises a small staff of Forestry Equipment Managers I and/or Heavy Equipment Mechanics engaged in the repair and maintenance of equipment; prepares budget for regional equipment programming; keeps records on all expenditures and makes reports; sets work priorities, reviews progress of work, and makes equipment inspections; reviews reports on fatal accidents involving forestry equipment and personnel. (2) Under general supervision of the Senior Forestry Equipment Manager, develops equipment purchase plan, supporting documents, and materials list for the purchase of vehicles and other related equipment; has responsibility for equipment acquisition and disposal; statewide vehicle inventory management; equipment design and development; supervises and directs mobile equipment staff; provides contract administration; plans and coordinates statewide training courses for fire control personnel on the operation, maintenance, and repair of all mobile equipment.

**EXAMINATION
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

The department may utilize a structured interview format as conditions warrant.

**QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 100%)**

Scope:

A. Knowledge of:

1. Methods, tools, materials, and equipment used in the maintenance, adjustment, repair, design, and construction of mobile and other related equipment.
2. Preventive maintenance programs.
3. Industry recognized flat-rate labor repair time estimates for vehicle repairs to determine repair methods and calculate repair costs.
4. Available training, methods, and resources to develop and provide effective instruction.
5. Applicable laws and regulations pertaining to fleet operations and management.
6. Applicable laws and regulations with regard to emissions, collection, storage, and waste disposal procedures.
7. Management practices and organizational techniques to provide effective leadership to maximize employee and program efficiency.
8. Budget and purchasing practices.
9. Approval procedures for large purchases in excess of unit spending authority to comply with control agency requirements.
10. Cooperative fire protection programs as they pertain to Mobile Equipment Management matters with Federal, State, and local agencies, assist as an expert resource with training, property accountability, and budget forecasting for equipment replacement, specification design, development, and other contract administration issues.
11. Departmental budgeting process to develop a purchase plan with regard to Budget Change Proposals, Federal, State and local grants, and spending controls within our Department and other control agencies.
12. Supervisory roles and responsibilities to promote equal opportunity in hiring, development, and promotion of employees to maintain a work environment free of discrimination and harassment.
13. Supervisory roles and responsibilities to define employee rights under the Ralph C. Dills Act (California Government Code 3512 to 3524).
14. Principles and techniques of effective supervision, employee assistance programs, hiring practices, disciplinary actions, and employee evaluations to ensure program accountability.

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Forestry Equipment Manager II
(Cont'd.)

QUALIFICATIONS

APPRAISAL INTERVIEW

(Weighted 100%)

(Cont'd.)

B. Skill to:

1. Communicate effectively for the purpose of information exchange with employees, management, and others.
2. Lead and supervise the work of others.
3. Identify potential personnel problems that may impact work performance.
4. Accurately analyze emergency and non-emergency situations.
5. Perform effectively in a team environment.
6. Display complex analytical and critical thinking principles.

C. Ability to:

1. Inspect, evaluate, test, maintain, adjust, and repair mobile and other equipment.
2. Direct the work of others in the inspection and evaluation of testing, maintenance, adjustment, and repair of mobile and other equipment.
3. Assure effective working relationships.
4. Calculate, estimate, and approve the cost of repairs and design for mobile and other-related equipment.
5. Effectively requisition automotive repair parts and other supplies.
6. Maintain an inventory of automotive repair parts.
7. Maintain records and prepare other related reports.
8. Identify complex problems, review and evaluate related information to develop options, implement solutions, formulate alternatives, and take effective action.
9. Implement the Department's safety practices, policies and procedures.
10. Work independently, make sound decisions, and take appropriate action with little or no direction.
11. Competently manage multiple assignments.
12. Establish goals and objectives, set priorities, consider resources, and delegate assignments.
13. Read, comprehend, write, verbally communicate, and understand the English language.
14. Effectively forecast, plan and implement budget load adjustments and reallocations.
15. Develop drawings, specifications, and mockups to integrate technology in the complex creation of written language directing the construction of emergency and non-emergency equipment.
16. Understand design techniques, tools, and principles involved in the interpretation of precise technical plans, blueprints, drawings, and models.
17. Evaluate and monitor contract performance.
18. Conduct meetings with vendors.
19. Recognize supervisory roles and responsibilities defined under the Ralph C. Dills Act (California Government Code 3512 to 3524).
20. Effectively promote equal opportunity in the hiring, development, and promotion of employees to maintain a work environment free of discrimination and harassment.

**SPECIAL
CHARACTERISTICS**

Willingness to work irregular hours and to travel throughout the State.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

**VETERANS'
PREFERENCE CREDITS**

Veterans' Preference credits are not granted in promotional examinations.

CAREER CREDITS

Career credits are not granted in promotional examinations.

**CONFIDENTIALITY AND
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld form certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of written examination or oral interview fails to reach him/her prior to the day of the written test or interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Forestry and Fire Protection.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Riverside. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged onto the appropriate lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans' Preference Credits: California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at

1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)